



## ***CODE OF CONDUCT***

It is the policy of the library to maintain an environment that promotes enjoyment of the library's resources and services, as well as to the extent possible to protect the safety of all patrons, staff, and materials. The items listed in the policy are guidelines only: final determination of safety, security, and appropriate behavior will be determined by the library staff. This Code of Conduct is intended to encourage library patrons to act in a manner that will not interfere with the functioning of the library or disturb others. Patrons who do not comply with the Code of Conduct or any reasonable request of the staff may be asked to leave the Library premises. Noncompliance may result in corrective action ranging from suspension or termination of Library privileges to alerting law enforcement personnel.

1. Library property shall not be misused, mutilated, damaged, defaced, destroyed or removed without authorization.
2. All materials borrowed from the library must be returned or renewed in a timely manner.
3. Upon request, patrons may be asked to show staff members their library cards or other appropriate identification when checking out Library materials.
4. The library staff may ask to examine patrons' briefcases, handbags, backpacks and other packages to help ensure compliance with the library's check-out procedures.
5. For the benefit of all patrons, quiet must be maintained in the designated library study areas.
6. Cell phones must be silenced or on vibrate. Patrons who wish to speak on their phones can do so only where they will not disturb others, namely outside, in the front lobby or in approved study rooms.
7. Smoking is not permitted in the library or anywhere on library grounds.
8. Food may not be consumed in the library. Bottled beverages (including bottles intended for use by infants) and beverages in cups with lids may be brought into the library. Lids must be kept on beverage cups at all times. In the event of a spill, please clean it up.
9. The library cannot be responsible for the security of personal possessions. Please secure your valuables
10. Use of sports or recreational equipment (including skateboards, roller blades or similar items) is not permitted in the library nor is their use permitted on library grounds. Bicycles used for transportation to the library must be parked in the bicycle rack.
11. The designated parking spaces for library staff and handicapped patrons of the library must be respected. Parking is allowed only in marked spaces.
12. Animals, other than service animals, are not permitted in the library. Pets may not be left unattended on library grounds while patrons are using the library. Waste generated by a patron's pet(s) while on library grounds must be disposed of properly.

13. Commercial activity, petitioning and/or soliciting (even for charitable purposes) are not permitted.
14. Children under the age of 12 must be accompanied at all times by a caretaker who will be held responsible for the conduct of the child or children in their care.
15. Misconduct or misuse of Library property on the part of juveniles will be reported to their parents. The Library will seek restitution for damages to Library property or material from those responsible or in the case of a minor, that minor's parent or guardian. Breaches of conduct and misuse of Library property are grounds for the denial or revocation of Library privileges
16. Patrons shall not be permitted to enter or remain in the building without appropriate attire.
17. Sleeping, loitering, use of abusive or offensive language, public displays of obscene or visually disturbing material that interferes with the ability of others to use the library or as prohibited by law are prohibited.
18. Misuse of the restrooms is not permitted. Misuse includes, but is not limited to, bathing, shaving, sexual and illegal activity. A diaper changing table is provided in each restroom. However, since the Library does not have daily cleaning service, patrons must remove soiled diapers from the Library. Plastic bags are available at the Circulation Desk for this purpose.
19. Patrons must respect the rights of others in the Library including other patrons, and shall not harass or annoy others.
20. Illegal activity of any kind is prohibited on library grounds.

*Approved by the Essex Library Association's Board of Trustees  
May, 2016*